

OVERVIEW OF BUDGET

DEPARTMENT: CLERK OF THE BOARD
CLERK OF THE BOARD: J. RENEE BASTIAN
BUDGET UNIT: AAA CBD

I. GENERAL PROGRAM STATEMENT

The Clerk of the Board of Supervisors takes official minutes of all meetings of the Board of Supervisors, maintains the files for all actions of the Board of Supervisors and distributes copies of orders and directives of the Board to appropriate agencies and members of the public; schedules, prepares and distributes the board agenda; prepares, publishes and distributes the fair statement of all proceedings before the Board of Supervisors; serves the Assessment Appeals Board and the various building and joint powers authorities, CoRDA and CoIDA and the Handicap Authority; gives notice of the hearings and disperses direction of particular boards; publishes and distributes the County Code, supplements and ordinances; and maintains the roster of all committees, commissions, public agencies, and conflict of interest files for county departments, committees, commissions, and public entities.

II. BUDGET & WORKLOAD HISTORY

	Actual 1999-00	Budget 2000-01	Actual 2000-01	Budget 2001-02
Total Appropriation	524,603	629,555	664,451	868,293
Total Revenue	48,106	50,000	91,826	70,000
Local Cost	476,497	579,555	572,625	798,293
Budgeted Staffing		11.0		15.0
<u>Workload Indicators</u>				
Board Agenda Items	3,000	3,000	3,744	3,000
Assessment Appeals	4,600	5,500	2,593	3,000
Licenses	300	275	130	225
Notice of Determination	750	1,200	1,093	1,100
Resolutions	500	500	260	600
Conflict of Interest Fillings	3,500	3,500	1,388	2,000
Research Hours	5,000	5,000	5,000	5,000

III. HIGHLIGHTS OF BOARD APPROVED CHANGES TO BUDGET (see attachments for detailed changes)

STAFFING CHANGES

One policy item was approved adding 4 additional staff and the conversion of a Public Service Employee position to a regular position. The additions will allow the department to more efficiently meet the demands of the office by reducing the workload level per employee to one that is manageable, allowing for cross-training and more appropriately matching function with positions

PROGRAM CHANGES

The Clerk of the Board will no longer receive a \$22,300 reimbursement from the State/County Property Tax Administration Program, which is managed by the Assessor's Office. The purpose of this reimbursement has been to assist the Clerk of the Board in managing an increasing number of assessment appeals. Reduction of the assessment appeals backlog has been one of the County's performance criteria under this program.

The assessment appeals backlog has decreased, and the contract with the State for the State/County Property Tax Administration Program for Calendar Year 2002 no longer includes the reduction of the assessment appeals backlog as a performance criterion. For this reason, this reimbursement has been removed from the Clerk's budget.

It is projected that state reimbursement for open meetings act costs, will result in annual revenues to the Clerk of the Board of approximately \$20,000.

CLERK OF THE BOARD

GROUP: Admin/Exec
DEPARTMENT: Clerk of the Board
FUND : General AAA CBD

FUNCTION: General
ACTIVITY: Legislative & Admin.

	2000-01 Actuals	2000-01 Approved Budget	2001-02 Board Approved Base Budget	2001-02 Board Approved Changes to Base Budget	2001-02 Final Budget
<u>Appropriations</u>					
Salaries and Benefits	508,078	501,655	516,387	182,162	698,549
Services and Supplies	162,067	123,586	149,589		149,589
Central Computer	16,641	26,614	19,758	397	20,155
Total Expenditure Authority	686,786	651,855	685,734	182,559	868,293
Less:					
Reimbursements	(22,335)	(22,300)	(22,300)	22,300	-
Total Appropriation	664,451	629,555	663,434	204,859	868,293
<u>Revenue</u>					
Licenses & Permits	28,020	26,000	26,000		26,000
Current Services	2,108	2,000	2,000		2,000
State, Federal or Gov't Aid	40,753			20,000	20,000
Other Revenue	20,945	22,000	22,000	-	22,000
Total Revenue	91,826	50,000	50,000	20,000	70,000
Local Cost	572,625	579,555	613,434	184,859	798,293
Budgeted Staffing		11.0	11.0	4.0	15.0

Total Changes Included in Board Approved Base Budget

Base Year Adjustments

MOU/Inflation

Salaries and Benefits 14,732 MOU, 7% Tier, Workers Comp, Retirement

Services and Supplies 6,003 Inflation, Risk Mgmt Liabilities

2410 Central Computer (6,856)

Mandated New Programs

Services and Supplies 20,000 Cost of Board Resolutions

Total Appropriation Change 33,879

Total Revenue Change -

Total Local Cost Change 33,879

Total 2000-01 Appropriation 629,555

Total 2000-01 Revenue 50,000

Total 2000-01 Local Cost 579,555

Total Base Budget Appropriation 663,434

Total Base Budget Revenue 50,000

Total Base Budget Local Cost 613,434

CLERK OF THE BOARD

Board Approved Changes to Base Budget

Salaries and Benefits	(2,300)	
	<u>184,462</u>	Approval of Policy Item
	<u>182,162</u>	
Central Computer	<u>397</u>	
	<u>397</u>	
Total Expenditure Authority	<u>182,559</u>	
Reimbursements	22,300	Due to decrease of Assessment Appeals backlog audit free revenue and operating transfers-in
	<u>22,300</u>	
Total Appropriation	<u>204,859</u>	
State/Federal Aid	<u>20,000</u>	Open Meetings Act reimbursment from State (SB90)
Total Revenue	<u>20,000</u>	
Local Cost	<u>184,859</u>	